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3 UNITED STATES DISTRICT COURT
4 WESTERN DISTRICT OF WASHINGTON

5 In Re:

6 Public Access to Electronic Case Files
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GENERAL ORDER

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10 In compliance with the policy of the Judicial Conference of the United States, and the E-
11 Government Act of 2002, and in order to promote electronic access to case files while also protecting
12 personal privacy and other legitimate interests, parties shall refrain from including, or shall partially
13 redact where inclusion is necessary, the following personal data identifiers from all pleadings filed with
14 the court, including exhibits thereto, whether filed electronically or in paper, unless otherwise ordered by
15 the Court.

- 16 A. **Social Security numbers.** If an individual's social security number must be included in a
17 pleading, only the last four digits of that number should be used.
18 B. **Names of minor children.** If the involvement of a minor child must be mentioned, only the
19 initials of that child should be used.
20 C. **Dates of birth.** If an individual's date of birth must be included in a pleading, only the year
21 should be used.
22 D. **Financial account numbers.** If financial account numbers are relevant, only the last four
23 digits of these numbers should be used.
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5 In compliance with the E-Government Act of 2002, a party wishing to file a document containing
6 the personal data identifiers listed above may file an unredacted document under seal. This document
7 shall be retained by the court as part of the record in the same manner as other sealed materials. The
8 court may, however, still require the party to file a redacted copy for the public file.
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10 The responsibility for redacting these personal identifiers rests solely with counsel and the
11 parties. The Clerk will not review each pleading for compliance with this rule.
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14 APPROVED this 29th day of May, 2003.
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19 HON. JOHN C. COUGHENOUR
20 CHIEF UNITED STATES DISTRICT JUDGE
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